

Louisiana checklist:

- ☐ Complete disclosure form: [https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20\(rev.%2010-2022\)template.pdf](https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20(rev.%2010-2022)template.pdf)



LA

- ☐ Complete Louisiana Form: CPS-CANS-Form-B.pdf

- **Please do NOT sign as the requestor. TN DHS signs as the requestor.**
 - **Please note a clear copy of the applicant's driver's license is needed.**

- ☐ Complete Criminal Release Form: [LA Criminal Release Form](#)

- ☐ Email, fax or mail checklist, Louisiana form, Louisiana Criminal Release Form, clear copy of applicant's driver's license and disclosure form to:
Email: cbbackground.dhs@tn.gov

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services
ATTN: Basem Girgis / OIG Background Unit
James K. Polk Building, 15th Floor
505 Deaderick Street
Nashville, TN 37243

***Disclaimer:** Please do not send forms for applicants until at least one day after their fingerprints have been completed. Please also send all forms for each applicant together, including the checklist.